

# Quality Furnishings and Services for the Legal Profession



**Together, Creating Great Business Interiors**



**bfi Professional Capabilities**

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# 1. bfi Facts at a Glance



## **Business Interiors Since 1947**

**bfi**, established in 1947, is privately owned, professionally managed, and is one of America's largest commercial furnishings and service-related companies. **bfi** is a corporate facilities and planning-resource firm specializing in individualized furniture standardization and management programs. We access a wide variety of quality manufacturers who understand the complex demands found within a business office.

**bfi** represents over 250 business and commercial contract furniture manufacturers. We are a business-distribution partner with Kimball Office.

**bfi** will plan, purchase, deliver and install all furnishings for any customer. The primary focus with all customers is to implement a procurement, delivery and installation process resulting in a cost-effective facility of any size, in any market.

### **bfi Services Include:**

- Furniture Specification & Procurement Management
- On-site Furniture Project Management
- Furniture Delivery & Installation
- Move Management
- Dedicated Customer Service Staff
- Financing Alternatives
- Custom Solutions

### **bfi Provides:**

- Product Quotations
- 3D Furniture Renderings
- Installation Documentation
- Database for Furniture Asset Management

### **bfi Provides Reports and Documentation for:**

- Review, Confirmation and Order Placement

### **bfi Coordinates:**

- All Shipping, Staging and Installation
- All Vendor Communications
- Site Inspections and Verifications

# 1. Single Source Overview



## **bfi is a One-Stop Resource for Quality Work Environments:**

- Furniture Procurement
- Furniture, Fixture & Equipment Leasing
- Warehousing, Delivery, and Installation
- Furniture Restoration
- Voice and Data Cabling Services & Products
- Move Management Services
- Asset Management
- Design & Specification Services
- Project Management

# 1. Furniture Solutions



## **bfi Negotiates the Highest Possible Quality and the Lowest Possible Cost of Office Furniture**

**We can also assess domestic and international manufacturers, whose products meet any specialized assignment:**

- Systems Furniture
- Seating
- Desks, Credenzas and Casegoods
- Filing and Document Retrieval Systems
- Computer Support Products
- Specialty Filing
- Signage
- Ergonomic Accessories

### **The Process:**

**bfi** accepts full accountability for its products and services to assure the success of any furniture project. We will develop quick and accurate budgets and related drawings as part of the process.

### **bfi will produce:**

- Guaranteed Furniture Specifications once the final budget is approved inclusive of all CAD plans
- Product "Ready to Order" Quotations
- 3-D Furniture Visualizations
- Installation Documents
- A Database for Furniture Asset Management

### **bfi provides our clients with reports and documentation for:**

- Review
- Confirmation
- Order Placement

### **bfi coordinates:**

- All Installations
- Shipping of All Products
- Product Staging Schedules
- All Vendor Communications
- Site Inspections and Verifications
- Refurbishment of Re-Use Product

### **bfi will conduct:**

- User Orientation
- On-going Account Management
- Post Occupancy Product Care Directions

# 1. Furniture Specification Support



## **bfi Will Provide In-House Specification and Planning Services**

**bfi** maintains a team of highly trained professional furniture specification personnel that works closely with clients and the architectural designer to provide accurate and timely furniture specifications and design support.

**bfi** currently has a full time design staff of 20 including furniture planners, specifiers and planning support personnel. Most of our staff hold the NCIDQ certification.

The latest CAD Software Systems are used by **bfi** for furniture planning and specification purposes.

**bfi** will provide, quick and accurate budgets to any client or prospect inclusive of preliminary plans and 3D drawings as required at no charge.

# 1. Project Management Overview



## Overview – bfi Features and Benefits

### Project Scheduling and Critical Paths

- Establishes an orderly process
- Ensures completion by target date
- Informs other trades for coordination
- Allows for adjustments in event of construction delays

### Pre-installation Planning

- Structures order in the proper sequence
- Insures clear tagging of product
- Acquaints all participants with the “game plan.”
- Establishes milestones to be met.
- Reviews routing requirements and critical dates.

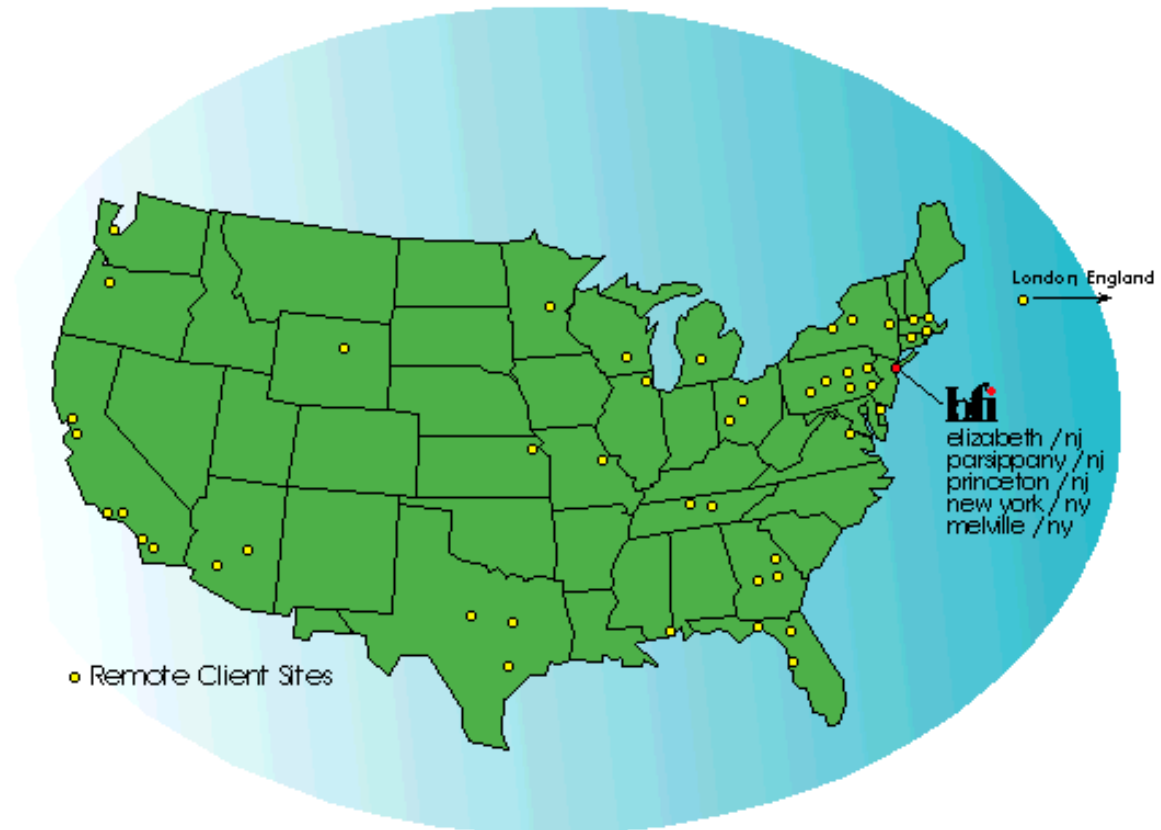
### Order Expediting

- Monitors timely shipments
- Verifies manufacturers acknowledgements for accuracy
- Negotiates preferential scheduling with manufacturers
- Insures delivery schedules coincide with site requirements

### Process Overview

- Project Overview and Master Planning
- Establish Critical Path and Schedule
- Order Structuring and Management
- Pre-installation Planning
- Order Expediting
- Site Verifications
- Project Coordination
- Labor Supervision
- Punch List Resolution
- Disposition of Existing Obsolete Furniture
- Project Coordination and Site Work
- Delivery and Installation Supervision
- Installation Trouble Shooting
- Punch List and Resolution
- Fine Tune, Clean Up and Final Inspection
- Change Order Management

# 1. Nationwide Remote Site Project Management



## We Can Meet the Needs of Our Customers From Coast to Coast

**Clients of are serviced nationwide through our branch offices, our suppliers, and our national network of distribution centers.**

**bfi** has been structured to provide a broad range of facility related products and services. Our goal is to provide the appropriate blend of people, process and technology to serve the needs of your firm.

Many of our corporate clients with limited facility management resources have found that it has been advantageous to use the **bfi** team to manage their remote location requirements. Often these clients participate in national buying agreements with major manufacturers.

**bfi** will procure the furniture required as the participating authorized dealer on those contracts. **bfi** will make local arrangements to warehouse, deliver and install the product during the implementation phase of the project. Our experienced staff of site managers are deployed to the locations during all critical phases.

**bfi** provides an on-site Project Manager on all remote sites projects.

We have established a nationwide network of labor and warehousing sources that meet strict standards and provide consistent first class services under our direction.

The benefit to our clients of having a **bfi** Project Manager on site, assures the client that there is a Single Of Point Contact that has been intimately involved with the project from its inception. The Project Manager is familiar with all of the client's needs and requirements as well as being well versed on the building's code and rules.

# 1. Warehousing, Delivery, & Installation



## **bfi Has Long-Term Relationships with Professional Delivery and Installation Organizations on a National Level**

**These companies specialize in meeting the needs of our accounts in multiple markets.**

Delivery and installation prices are quoted by project based upon:

- a) Competitive bidding among our approved subcontractors and
- b) An assessment of the project requirements.

This allows **bfi** to provide the best combination of price and service for the particular project.

**bfi** has trade affiliations with teamsters, carpenters, and electrical workers, allowing us to provide both union and non-union installation teams. The company also has in-house furniture technicians to inspect and make any necessary pre-delivery and post-delivery furniture adjustments.

# 1. Inventory & Asset Management



## Benefits

**bfi** offers a comprehensive inventory and asset management program. The program utilizes a bar coding system that allows the accurate tracking and utilization of office furniture. The information generated by the program can be used for both planning and asset management purposes.

The following is an overview of:

- Inventory and Asset Management Highlights
- Inventory and Asset Management Benefits
- Picture Catalog - Consists of list of items with images
- Detailed Summary Report - Category, Type and Description
- Asset Inventory - Asset/Bar Code Number, Type, Description, Size and Manufacturer
- Catalog Bar Code Menu List

With accurate information, an organization can project furniture and equipment needs, thereby making it possible to negotiate advantageous contracts with manufacturers and vendors.

An accurate inventory with asset tags provides an extra level of security for furniture and equipment.

Digital photographs provide visual representation of assets and can be useful for insurance purposes.

Integration with accounting can provide comprehensive information for depreciation purposes.

With the current technology that is available, assets can be tracked from purchase order through disposal of that asset.

Space configuration becomes easier with an accurate inventory. It allows an organization to reuse existing furniture and equipment, and prevents buying new items when "attic stock" is available.

# 1. Move Management Services



## **bfi is a Single Source for Specialty Services**

**As part of our comprehensive package, Move Management services are also available:**

- Corporate Relocations
- National Relocation Consulting
- Record Retention
- Technical Services
- Workstation & Furniture Installation
- Appearance Management & Maintenance
- Warehousing & Distribution

**We will provide your clients with a bfi team dedicated to the requirement:**

- Senior management
- Supervisors
- Sales associates
- Project managers
- CAD staff
- Field supervision
- Installation staff
- Warehouse staff

We can maintain an inventory of your new or existing product that is palletized, bar-coded & tracked in our computerized database, to allow instantaneous location & retrieval of any product we warehouse across the country.

**Our Process:**

- A facility "walk-through" to determine volume demands
- Pre-move consultation meetings with move coordinators;
- Labeling, color/number coding and packing instructions.
- The coordination of required auxiliary services, such as furniture installations, rigging services, furniture refurbishment; and furniture liquidation.
- Close consultation and constant communication with the building managers.
- The organization of required move documents to include, as necessary:
  - city vehicle permits,
  - building certificates of insurance
  - valuation coverage to cover your property.
- On-site supervision throughout the job.
- Communication with other contractors involved with the move
- Post-move follow up to ensure complete satisfaction.

# 1. On-line Reporting

## Client Manager System (C.M.S.)

bfi provides secured Internet on-line order status and tracking through our website at [www.bfiny.com](http://www.bfiny.com). This site includes information on furniture standards as specified by the client's design group, internal-external facilities or others.

Customer	O.E.	BFI	Ship to	Ship to	Vendor	Estimated	Received	Delivered
PO Num	Date	Order	Contact	Address		Ship Date	Date	Date
14858	11/08/01	<a href="#">0000076523</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	MERIDIAN, INC.			
14858	11/08/01	<a href="#">0000076523</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	VITRA SEATING, INC.			
14858	11/08/01	<a href="#">0000076523</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	HICKORY BUSINESS FURNITURE			
14802	11/07/01	<a href="#">0000076501</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	MERIDIAN, INC.	04/01/02		
14809	11/07/01	<a href="#">0000076500</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	MERIDIAN, INC.	03/01/02		
14809	11/07/01	<a href="#">0000076499</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	HERMAN MILLER INC.	03/18/02		
14809	11/07/01	<a href="#">0000076499</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	CORTINA LEATHERS INC.			
14762	11/05/01	<a href="#">0000076471</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	ICF/NIENKAMPER			
14762	11/05/01	<a href="#">0000076471</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	CORTINA LEATHERS INC.			
14809	11/05/01	<a href="#">0000076470</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	ICF/NIENKAMPER			
14809	11/05/01	<a href="#">0000076470</a>	GABRIELLA MAURO	1345 AVENUE OF THE AMERICAS	CORTINA LEATHERS INC.			
14772	10/29/01	<a href="#">0000076335</a>	LAILA MUSTOPA	1345 AVENUE OF THE AMERICAS	ICF/NIENKAMPER	11/19/01		

Once you access the C.M.S. system, you can:

- view up to the minute order status reports,
- review order history reports
- check customer service reports
- print your own invoices
- reprint open quotes

At any hour of the day or night, you can have complete, real-time information on the status of any open item relating to your account.

# 1. Financial Assurance



## Important Matters to Consider

Before any client entrusts a furniture procurement requirement and deposit money to a service provider, there are several things they should expect. One of these is financial stability. Now more than ever, it is important to not only know the financial health of the furniture manufacturer but you should also know the financial health of the furniture dealer you are entrusting capital and furniture projects to.

At **bfi**, we understand these concerns and gladly provide you with ample financial information so that you may be assured that you are working with a financially sound dealership that has been financially stable since its inception in 1947.

Financial documentation we can provide includes:

- Certificate of Incorporation showing State of New Jersey Corporation Status and Date of Incorporation
- Ownership Statement
- List of Company Officers
- Surety Bond
- Performance Bond
- Insurance Indemnification
- Audited Financial Statements

## 2. National Accounts – Partial Listing



**Audi of America**  
Showroom Program Across the US

**Danzas-AEI**  
Seattle, Washington  
San Francisco, California  
Los Angeles, California  
San Diego, California  
Chicago, Illinois  
Phoenix, Arizona  
Miami, Florida

**Lee Hecht Harrison**  
Pittsburgh, Pennsylvania  
Cleveland, Ohio  
Dallas, Texas  
Burlington, Massachusetts  
Atlanta, Georgia  
Denver, Colorado  
San Francisco, California  
San Jose, California  
St. Louis, Missouri  
Cincinnati, Ohio  
Tampa, Florida  
Orlando, Florida  
Greensboro, North Carolina  
Winston-Salem, North Carolina

**McGraw Hill**  
Boston  
New York  
Atlanta  
Washington DC

**I2 Technologies**  
Cambridge, Massachusetts  
Detroit, Michigan

**RCN**  
San Mateo, California  
Washington, DC  
Springfield, Virginia  
Boston, Massachusetts  
Westwood, Massachusetts  
Springfield, Massachusetts  
Sommerville, Massachusetts  
Marlboro, Massachusetts  
Wilkes-Barr, Pennsylvania  
Upper Darby, Pennsylvania

**National Audubon Society**  
New York, New York

**KOS Pharmaceuticals**  
Miami, Florida  
Hollywood, Florida

**US Trust Company**  
Washington, DC  
San Francisco, California

**National Basketball Association**  
Miami, Florida

**Munich Reinsurance Co.**  
All US Offices

**American Reinsurance Co.**  
Orange, California

**JP Morgan Chase**  
Nationwide

**JAJ Holdings**  
Plantation, Florida

**Jstor**  
Ann Arbor, Michigan

**NYCE Corporation**  
Denver, Colorado

**Lufthansa**  
Miami, Florida  
New York, NY  
East Meadow, New York

**Underwriters Laboratories**  
Santa Clara, California  
Chelmsford, Massachusetts

**Aspen Travel**  
Jackson Hole, Wyoming

**Radical Media**  
Los Angeles, California  
London, United Kingdom  
New York, New York

**Covance**  
Clearwater, Florida  
Nashville, Tennessee

**Icon Clinical Research**  
All US Offices Nationwide

**City of N.Y.**  
All city agencies

**T.D. Ameritrade**  
All US trading offices

**Merrill Lynch**  
Nationwide

**Local Metropolitan NY Clients and Project-Specific Detail are Available Upon Request**

## 2. Legal Project References



**Cobrin Gittes & Samuel**  
New York, NY

**Hill Wallack**  
Princeton, NJ

**Carroll McNulty & Kull**  
Basking Ridge, NJ

**Cravath, Swaine and Moore**  
New York, NY

**Segal Tesser & Ryan, LLP**  
New York, NY

**Kasowitz Benson Torres & Friedman**  
New York, NY

**Konner Teitelbaum Gallagher**  
New York, NY

**Rosenman & Colin, LLP**  
New York, NY

**Law Offices of W  
illiam Berman**  
Morristown, NJ

**Porzio, Bromberg and Newman**  
Morristown, NJ

**Shanley & Fisher**  
Morristown, NJ

**DeBrau Blackstone Westbroek**  
New York, NY

**O'Donnell & Kennedy**  
West Orange, NJ

**Riker Danzig Scherer Hyland & Perretti**  
Morristown, NJ / New York, NY

**Wright, Pindulic and Hamelsky**  
Paramus, NJ

**Sokol, Behot and Fiorenzo**  
Hackensack, NJ

**Bender & Katz**  
New York, NY

**Levitt & Cohen**  
Williston Park, NY

**Nixon Hargrave Devans & Doyle**  
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**Kelley Drye & Warren LLP**  
Parsippany, NJ

**Orrick, Herrington & Sutcliffe**  
New York, NY

## 2. Legal Project References

**LeBoeuf,Lamb,Green,Mac Rae**  
Newark, NJ

**McCarter & English**  
Newark, NJ

**Rubinstein, Rudolph,et al**  
Oakland, NJ

**Saiber,Schlesinger,Satz,Goldstein**  
Newark, NJ

**Schenck, Price, Smith & King**  
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**Schwartz, Simon, Edelstein**  
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**Skoloff and Wolfe**  
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**Selverne Mandelbaum & Mintz, LLP**  
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**Mandelbaum, Salsburg, Gold, et al**  
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**Smith,Smith & Schwartz**  
New York, NY

**Henschel & Steineau**  
Englewood, NJ

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**Bressler, Amery & Ross, P.C.**  
Florham Park, NJ

## 2. Legal Project References

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**Barnes & Thornburg**  
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**Shearman & Sterling**  
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**Wilentz, Goldman and Spitzer**  
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**Proskauer Rose LLP.**  
New York, NY

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Freehold, NJ

**Starr, Gern, Davison & Rubin, P.C.**  
Roseland, NJ

**Paul, Weiss, Rifkin, Wharton & Garrison**  
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**Cravath, Swain and Moore**  
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**Kenyon & Kenyon**  
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**Hofheimer Gartlir & Gross, LLP**  
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**Podvey, Sachs, et al**  
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**Bodner & O'Rourke**  
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**Blodnick, Gordon, Fletcher and Sibell**  
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**Gibney, Anthony, & Flaherty**  
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**Michael B. Gerrard**  
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**Ruskin, Moscou, Faltischek**  
Mineola, NY

**Miller & Mitchell**  
Princeton, NJ

**Schaub ,Ahmuty ,Citrin and Spratt**  
Lake Success, NY

**Schroder and Strom**  
Mineola, NY

**Schaub, Ahmuty,Citrin & Spratt,LLP**  
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## 2. Legal Project References

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**Stein, Bliablias, McGuire, et al**  
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**Kaufman & Moomjian, LLC**  
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**IBE Trade Corp.**  
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**Henry Chudzik**  
East Brunswick, NJ

**Toppin & Toppin**  
Queens Village, NY

**Walker Law Office**  
Melville, NY

**Blume Goldfadden**  
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**Smith & Dress**  
Huntington, NY

**Busell and Stier**  
Great Neck, N.Y.

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New York, NY

**Boyar, Suozzo, and Moyczka**  
Morristown, NJ

**Skoloff and Wolfe, P.C.**  
Livingston, NJ

**Zuckerman & Fisher, L.L.C.**  
Princeton, NJ

**Klauber & Jackson**  
Hackensack, NJ

**Dillon, Bitar & Luther**  
Morristown, NJ

**Harrison Wilson and Associates**  
Parsippany, NJ

**Harris Beach LLP**  
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**Slavitt & Cowen**  
Newark, NJ

**Picone**  
Farmingdale, NY

**Edelman & Edelman, PC**  
New York, NY

**Rubeck & Merson**  
New York, NY

**Multi-State Associates**  
Great Neck, NY